

AMMUNITION AND RELATED ITEMS AND SERVICES
LETTER OF REQUEST (LOR) CHECKLIST

U.S. Standard Ammunition:

- _____ 1. Identify DODIC or NSN - if unknown, list specific nomenclature and model number (e.g. Ctg 25mm High Explosive Incendiary Tracer, M792)
- _____ 2. List purpose/how the ammunition will be used (e.g. war reserve, training).
- _____ 3. List what weapon ammunition will be used in.
- _____ 4. List quantity and unit of issue (e.g. 100 each or 100 boxes) or request basic load for specified quantity of a weapon.
- _____ 5. List dollar thresholds if applicable.
- _____ 6. List unique non-U.S. configuration requirements (e.g. packaging, markings, publications in a different language).
- _____ 7. List required delivery dates if applicable.
- _____ 8. Identify transportation requirements (freight forwarder, DTS, SAAM airlift) and specify delivery points.
- _____ 9. Additional shipment considerations:
 - Identify any difficulties that may be encountered with the movement or receipt of ammunition. Is your freight forwarder authorized to move sensitive items? Is your freight forwarder equipped to move small amounts of ammunition in a timely manner (i.e. able to combine with others to accumulate enough tonnage to obtain a vessel)?
 - Do you have an in country seaport or aerial port that can receive ammunition? If not, can your country arrange to pick up ammunition from shipments to a neighboring country?
- _____ 10. Specify training requirements.
- _____ 11. Indicate if there is a recurring requirement. If

so, give the duration (e.g. yearly, every 6 months) and consumption rate.

- _____ 12. Indicate if Sole Source procurement has or will be requested. Reminder: Sole Source request and justification must be sent to the U.S. Army Security Assistance Command.
- _____ 13. Indicate if waivers are being requested (e.g. Nonrecurring Cost, riot control agents)

Non U.S. Standard Ammunition:

- _____ 1. Give complete description. Describe what weapon it is used in and purpose/how it will be used (e.g. war reserve, training).
- _____ 2. Give information about manufacture name and model/serial numbers or give names of retail venders (and websites if available).
- _____ 3. List performance specifications (e.g. armor piercing, long range, NATO standard).
 - If not NATO standard, indicate what level of certification is required (i.e. performance, safety).
- _____ 4. List quantity and unit of issue (e.g. 100 each or 100 boxes).
- _____ 5. List dollar thresholds if applicable.
- _____ 6. List required delivery dates if applicable.
- _____ 7. Identify transportation requirements (freight forwarder, DTS, SAAM airlift) and specify delivery points.
- _____ 8. Additional shipment considerations:
 - Identify any difficulties that may be encountered with the movement or receipt of ammunition. Is your freight forwarder authorized to move sensitive items? Is your freight forwarder equipped to move small amounts of ammunition in a timely manner (i.e. able to

combine with others to accumulate enough tonnage to obtain a vessel)?

-Do you have an in country seaport or aerial port that can receive ammunition? If not, can your country arrange to pick up ammunition from shipments to a neighboring country?

- _____ 9. Specify training requirements.
- _____ 10. Indicate if there is a recurring requirement. If so, give the duration (e.g. yearly, every 6 months) and consumption rate.
- _____ 11. Indicate if Sole Source procurement has or will be requested. Reminder: Sole Source request and justification must be sent to the U.S. Army Security Assistance Command.

Ammunition Peculiar Equipment:

- _____ 1. Identify equipment by nomenclature, APE Management Number (e.g. APE 2050M1) and what it will be used for.
- _____ 2. Request a site survey if applicable.
- _____ 3. List unique non-US configuration requirements (e.g. power source, manuals in a different language).
- _____ 4. List quantity.
- _____ 5. List dollar thresholds if applicable.
- _____ 6. List required delivery dates if applicable.
- _____ 7. Identify transportation requirements (freight forwarder, DTS, SAAM airlift) and specify delivery points.
- _____ 8. Specify training requirements.

Co-Production of Ammunition and Related Items:

- _____ 1. Site Survey is required.
 - Describe purpose
 - Indicate what equipment is in place or needed
- _____ 2. List Memorandum of Understanding and Site Survey
 - Include reference and date
- _____ 3. Indicate Technical Data Package Revisioning timeframe

Ammunition Related Services:

- _____ 1. List Period of Performance
- _____ 2. Describe services in detail (list quantities and timeframes as applicable).
 - Test program requirements
 - Demilitarization
 - item; quantity; known condition of materiel; if inspection will be requested; will total qty be completed at once or incremental; if requesting replacement items; etc.
 - Screening
 - item; quantity; reason requesting screening; if screening due to US guidance (i.e. NAR, AIN) please list; screening total qty or incremental; etc.
 - Technical Data Package (indicate for production, study or operation & maintenance)
 - Current TDP or revisioning services; has item been bought through FMS, if so, list case(s)
 - Technical Reports (if end item was previously purchased)
 - Research, Development and Testing required
- _____ 3. Identify transportation requirements (freight forwarder, DTS, SAAM airlift).
- _____ 4. Specify location of service.
- _____ 5. Indicate if visit requests will be submitted.

—— 6. Indicate if there is a recurring requirement. If so, give the duration (e.g. yearly, every 6 months) and consumption rate.